

# FORMS USED BY STATE AGENCY CONTACTS

Note: Even though you may not use all of the forms listed, you are required to maintain a supply, making the form available at the member's request.

- 1) Nebraska State Retirement System Enrollment Form
- 2) Change of Beneficiary Form
- 3) Notification of Death Form
- 4) Non-Contributing Member Form
- 5) Authorized signature Form (provided as necessary by the Retirement Office)
- 6) Application for Vesting Credit
- 7) Nebraska State Investment Change Form
- 8) Order Form
- 9) Make up Contributions

An adequate supply of the above listed forms should be maintained by the agency/department. All forms are available from:

State Employees' Retirement System  
P. O. Box 94816  
Lincoln, NE 68509

Requests for illustration of retirement benefits are available upon written request from the State Employees' Retirement System.

Nebraska State Employees' Retirement System Information Booklets (last revision 8/00) are also available from the Retirement Office.

## AUTHORIZED SIGNATURES

Throughout this manual, reference is made to the signature of the Department Head or Authorized Representative.

The documents used within the retirement system provide necessary information for benefit and file purposes, they also serve as legal documents in the case of a dispute between the member and the retirement system or agency. Therefore, the retirement office is required to maintain a current listing of those individuals authorized to sign forms used by the system.

The following page has an example of an "Authorized Signature" form. A Department/Agency Head is always authorized to sign the forms and if he/she desires, they may authorize other persons to sign forms on their behalf.

We suggest that no more than two people plus the Department/Agency Head, be authorized to sign the retirement forms.

Anytime there is a change in the Department/Agency Head or persons granted authority to sign, a new "Authorized Signature" form must be filed with the Retirement Office.

Any documents received, which are signed by an individual not authorized, will be returned.

Blank Authorized Signature Forms are available from the Retirement Office.

# SAMPLE FORM

## Authorized Signature



Nebraska Public Employee's Retirement Systems  
1221 N Street, Suite 325 402-471-2053  
P.O. Box 94816 800-245-5712  
Lincoln, NE 68509 Fax: 402-471-9493

NPERS  
USE ONLY

### State Agency/County Authorized Signature Form

This form represents the Primary Authorized Signer and the Alternate Authorized Signer for the State Agency or County on all reports, forms and correspondence received by the Nebraska Public Employees' Retirement Systems.

If the individual who is the Primary Signer or Alternate Signer should change, please complete and submit a new form.

Office Use Only

All correspondence from the Nebraska Retirement Systems will be addressed to the agent indicated with an "X":

☐ Primary Signer

☐ Alternate Signer

Name of Agency/County

Plan Number

Primary Signer

Title

Address

Telephone Number

Signature

Date

Alternate Signer

Title

Address

Telephone Number

Signature

Date

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